

ATTENDANCE NEWSLETTER



ATTEND TODAY, ACHIEVE TOMORROW

IS002 / Spring 2019

At William Torbitt we believe that good attendance is central to a pupil attaining well and making the best possible progress. As a school, we want to ensure that we support parents to improve the attendance of their children. The Attendance for the Autumn Term was 96.4%.

You can help your child maintain good attendance and punctuality by:

- Bringing your child to school every day and on time.
- Impressing upon your child the importance of attending school regularly
- Arranging doctors/dental appointments out of school hours. You must notify the school of any medical appointments at least one day prior to the appointment and proof must be provided.
- Ensuring that holidays or parts of a holiday are not taken during term time.
- Ringing the school on each day of your child's absence by 8.30am. Please note that notifying the school does not mean the absence will be authorised— (we may require proof in the form of an appointment card/copy of prescription/ bottle or package of medication prescribed by your child's doctor). If we are unable to get in contact by 1.30pm on the second day of absence, we will do a home visit to your address.
- Working in partnership with the school to resolve issues which may lead to poor attendance and punctuality.
- Bringing your child into school as soon as they are well enough. If they still require prescribed medication, speak to the Attendance and Welfare Officer as she will be able to administer this.

If you have any concerns over your child's attendance or punctuality, we are here to help. Please call and ask to speak to Mrs Khanum, our Attendance and Welfare Officer.

Please remember to keep your contact details including a minimum of two emergency contacts up to date. If they change, inform the school office.

Children with 100% every half term are mentioned in newsletters and will receive stickers and certificates.

2 raffles—KS1 and KS2. Children with 98%-99.9% attendance will be entered into one raffle and children with 100% into another raffle with a range of prizes to choose from!

Any children with 100% at the end of the year will be put into one raffle for the chance to win a tablet!

The class with the best attendance in each year group (above 97%) will be rewarded with 15 mins of extra play time.

Pupils may miss out on the forming friendships.

Pupils make slow progress as missed lessons create gaps in their

Parent called into school for meetings regarding their child's poor attendance

Possible involvement of the local Educational Welfare Officer with the possibility of being fined or prosecuted.

Attendance in numbers over one school year

- 98% attendance = less than 4 days absent from school
- 95% attendance = less than 10 days absent from school
- 90% attendance = less than 4 weeks absent from school
- 85% attendance = 5 ½ weeks absent from school
- 80% attendance = 7 ½ weeks absent from school

The Attendance Officer and Designated Safeguarding Lead have regular meetings to discuss the progress of all children across the school. As part of these meetings, children whose poor attendance is affecting their progress are also discussed. We will meet with parents to discuss the attendance of any children we are concerned about and if significant progress is not made, we will involve the Education Welfare Officer (EWO) with the possibility of being fined or prosecuted if poor attendance continues.

Please take note of our guidance for infection control below. This sets out how soon your child can return to school after certain ailments and illnesses to ensure the safety of all our pupils:

- ⇒ **Sickness and Diarrhoea** — 48 hours from last symptom
 - ⇒ **Chicken Pox** — Child can return when spots are crusted over (normally around 5 days)
 - ⇒ **Head Lice** — No time needed off
 - ⇒ **Conjunctivitis** — Consult your GP/Pharmacy
- WE MAY REQUIRE MEDICAL EVIDENCE**

Termly Attendance Letters

Red and amber attendance letters will be sent out to parents each half term. Green letters will not be given out, but instead rewarded in school. (Please see how we celebrate good attendance in the green boxes on the left!)

Red — Your child's attendance is currently below 93%, which is well below the national average and government expectations

Amber — Your child's attendance is currently between 93.1-96.9%. (see orange boxes on the left for consequences of poor attendance)

Green — Your child's attendance is currently within 97-100%, which is a great achievement!

Leave of absence requests

Any leave of absence request must be made at least 2 weeks prior to the first date of leave. We will send a letter to notify you of whether the leave has been authorised or unauthorised.

If you decide to take your child out of school without prior permission or if the leave has been unauthorised, you may be liable to pay a fine or may face prosecution. Your child may also lose their school place.

Parents / Carers have a responsibility by law (Education Act 1966 section 444(1) & (1a)) for ensuring the regular punctual attendance of their children at school. William Torbitt also believe that all members of our school community have a part to play in creating a pattern of regular attendance.